



**King County**  
**Department of Development**  
**and Environmental Services**  
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206-296-6600 TTY 206-296-7217

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## **ELECTRONIC SUBMISSION REQUIREMENTS FOR RESIDENTIAL REGISTERED PLAN REVIEW**

For alternate formats, call 206-296-6600.

King County Department of Development and Environmental Services (DDES), is conducting a pilot project for electronic plan review (eReview). The following description serves as the guideline for the submittal and processing of registered plans submitted for plan review in electronic format. Electronic plan review is strictly optional.

### **Electronic Plan & Application Requirements:**

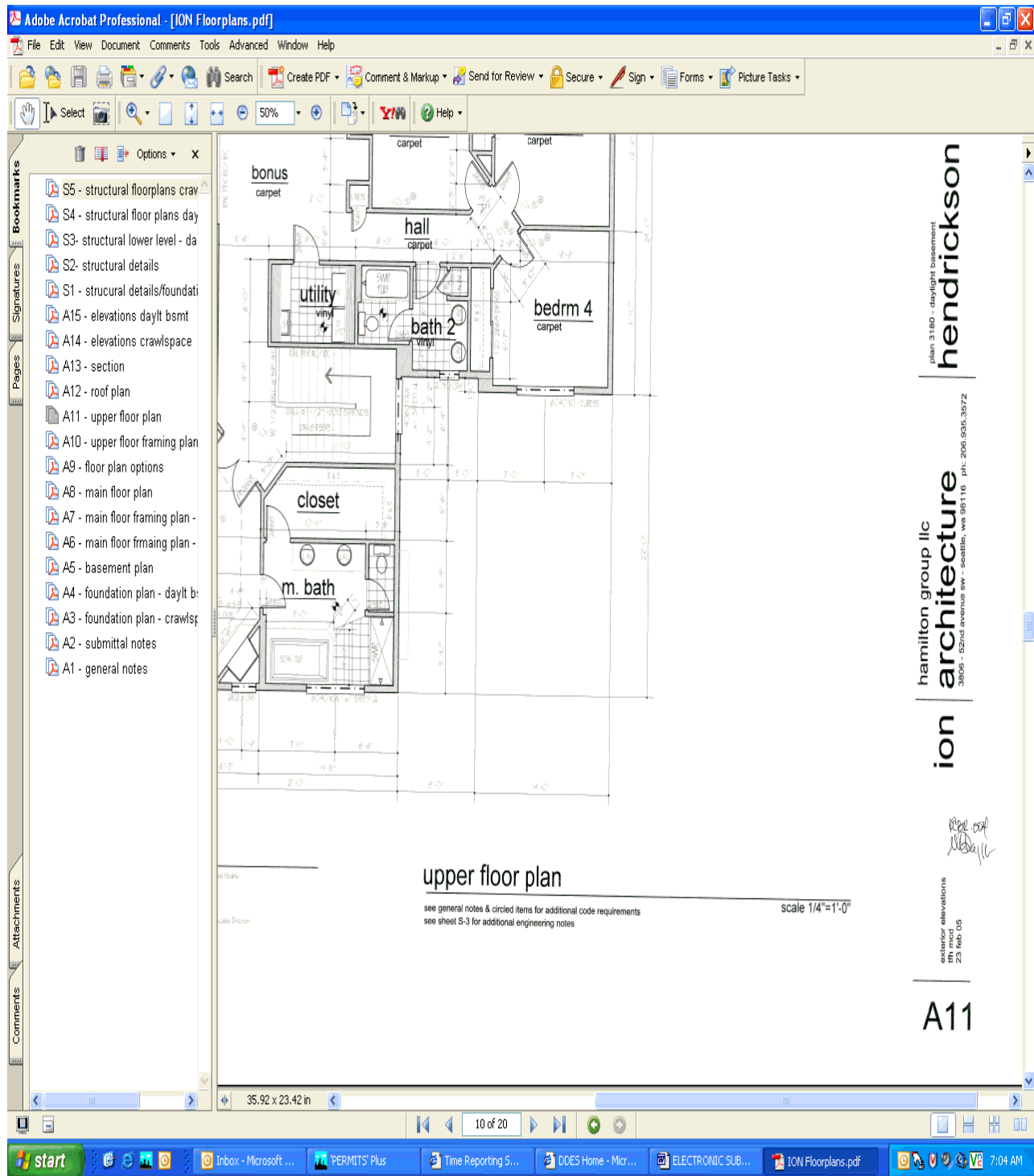
- A minimum deposit of \$1,275.00 payable to King County Office of Finance.
- A completed Affidavit for Application.
- All digital files shall be MS Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or earlier.
- One paper copy of the building plans (1/2 size set will be acceptable) and one paper copy of the engineering calculations are required.
- One compact disc (CD), containing the plans, calculations and cover sheet. The CD contents must be separated into three separate files and the files shall be labeled as indicated below:
  1. "Building Plan PDF".
  2. "Engineering Calculations PDF".
  3. "Register Cover Sheet PDF" (use required DDES cover sheet as below)

### **File Descriptions:**

- File 1 – "Building Plan PDF" will contain a complete set of the architectural plans, structural plans, details and all required attachments. This file will be utilized by the building plans examiner for review of the application. At the completion of the review, the building plans examiner will secure the document to ensure that no changes or modifications have been made. You will be able to make as many printed copies as you need.
- File 2 – "Engineering Calculations PDF" will contain a complete set of the engineering calculations, details, and required attachments. This file will contain the engineer of record's stamp.
- File 3 – "Register Cover Sheet PDF" will contain the completed register plan cover sheet. This sheet will be available as a CAD drawing that can be downloaded from the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). See [eReview FAQ](#) for a link to the cover sheet.

### **Drawing Requirements:**

- All plan review corrections will need to be made on the electronic plans by the applicant. The building plans reviewer will not be able to add notes to the plan set.
- Building plan sets should be fully dimensioned.
- Areas on the plans which require 3x framing members or sill plates shall be highlighted in a different manner than other areas.
- Bookmarks are required on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet (see example below).



### Plan Scale & Paper Size:

- Approved plans will need to be printed by the applicant to have on the job site. Required paper size is either 18"x24" or 24"x36". Other associated documentation should be printed on paper 8-1/2"x11" or larger.

### Font Type & Size:

- All text shall be readable and no smaller than 10 pt.

**Page & File Orientation:**

- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- On each drawing sheet, a 3"x3" area, located in the upper right corner, adjacent to the title block, shall be left empty for the placement of the building plan examiner's approval stamp.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file so the plans examiner may scroll through the file, and have the ability to view all pages without opening another file.

**Revisions & Corrections:**

- Revisions to previously submitted documents shall be labeled with the file name and the addition of Building Plan rev01, Building Plan rev02, etc.

**Scanned Documents:** PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. DDES recommends scanning at a minimum of 300 dpi to balance legibility and file size.

Questions and/or comments on eReview can be directed to the Plans Examination Section at 206-296-6600.

**Check out the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)**